

RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Number 3778 for the Mississippi State Department of Health (MSDH)

From: Craig P. Orgeron, Ph.D.

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Subject: Responses to Questions Submitted

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The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Question 1: Section VII, Item 5.10.1

Vendor must indicate whether the proposed solution will be hosted based on the Application Service Provider (ASP) or Software-as-a-Service (SaaS) model. Does MHDS have a preference as to which model?

Response: Yes. MSDH desires that the Loan Information Control System (LICS) be hosted by the Vendor. Please see Section VII, Item 5.10.

Question 2: Section VII, Item 8.1.1.12

Are the users expecting to perform day-to-day activities in spread sheets and then have the system import them?

Response: The new system should allow the users to do all the work in the new system that is now completed on spreadsheets or in other data systems.

Question 3: Section VII, Items 8.1.2.1, 8.1.2.6, 8.1.2.7, 8.1.2.8, 8.1.2.9, 8.1.2.10, 8.1.2.11, 8.1.2.12, 8.1.2.13

Data required for reports and audits are not specified for the requirements listed above. Exactly what data is required for each of these sections?

Response: The information in the following sections would come from information in the new database which would keep track of loan repayments received, tax receipts from the state treasury, repayments to contractors, interest tables, etc. This information is now kept on spreadsheets. Details for each of the RFP requirements in question are included below.

8.1.2.1 Annual Report, Capitalization (Cap) Grant Application, NIMS Report, Intended Use Plan (IUP) – These are reports or documents which are submitted to EPA each year. Annual Report is a Word document with tables. Each year the tables are updated with that year's information; the information is now kept on spreadsheets and other databases.

Capitalization (Cap) Grant Application is an EPA form which is a Word document with tables. Each year the data for the form is obtained from information now kept on spreadsheets and other databases.

NIMS Report is an EPA form; each year the data for that year is added to the form from information now kept on spreadsheets and other databases.

Intended Use Plan (IUP) is a Word document with tables. Each year the tables are updated with that year's information; the information is now kept on spreadsheets and other databases.

The information for the documents above comes from information which is now kept on existing spreadsheets; the data on the spreadsheets or other databases must be incorporated in to the new database. The new database must keep track of loan repayments received, tax receipts from the state treasury, repayments to contractors, interest tables, etc.

8.1.2.2 Monthly Funds Report - Refer to Attachment 9, the data is obtained from the tables on second and third pages in Attachment 9 and Attachment 3.

The Quarterly Report is a report similar to the Monthly Funds Report; the report reports the information on a quarterly format.

8.1.2.6 GAAP Report – Is an audit report prepared by a CPA for the state for the program; the information for the report comes from the data for selected projects which the auditor selects to review. This information is now kept on spreadsheets and other databases.

8.1.2.7 Single Audit – Is an audit report prepared by a CPA for EPA; the information comes from the attachments for selected projects. See Attachment 7, the system must be able to

generate the data shown in Attachment 7. This information is now kept on spreadsheets and other databases.

- 8.1.2.8 **Loan Agreement - Refer to Attachment 10; the data is obtained from the attachments. This information is now kept on spreadsheets and other databases.**
- 8.1.2.9 **Funding Requests Data – This would be a database which other attachments and reports would draw information from to create or complete reports, forms, etc.**
- 8.1.2.10 **SRF Contract Amounts/ DBE subcontract amounts - This would be another database which information would obtain information to create or complete reports, forms, etc.**
- 8.1.2.11 **Questions in EPA forms which would require data would have to be linked to the data base.**
- 8.1.2.12 **Similar to 8.1.2.11**
- 8.1.2.13 **The existing Microsoft Access data base would have to be incorporated into the new system.**

Question 4: Section VII, Items 8.1.3.2 and 8.1.3.1.4
What is your definition of a "workbook"?

Response: Refer to the response to Question 5.

Question 5: Section VII, Item 8.1.3.1.4
What do you mean "provide a workbook"? It seems to be used synonymously with report. Does it mean report? Does it mean screen? Does it mean present information?

Response: The "Workbook" is a system of Excel spreadsheets (See Attachment 3 of the RFP) generating different loan repayment information for each loan applicant. Attachment 3 of the RFP would be the workbook which would have to be incorporated into the new database.

Question 6: Section VII, Item 8.1.3.3

What are budget codes? What is their purpose? What information do they convey?

Response: The "Budget Codes" are State Identifying Numbers which identify the source of funds to pay or reimburse a loan recipient or Vendor.

Question 7: Section VII, Item 8.1.3.9

What is the purpose of the report? Where do the non-loan based projections come from?

Response: The “Monthly Funds Report” (refer to Attachment 9 of the RFP) is a monthly information report presented to the governing board of the DWSRF fund, the data is obtained from the tables on the second and third pages in Attachment 9 and in Attachment 3 of the RFP. This information is now kept on spreadsheets and other databases and would have to be incorporated into the new database.

The non-loan based projections are an 11-month repayment average based on the previous year’s repayments and interest received.

Question 8: Section VII, Item 8.2

Why is supplying management consulting in the functional requirements?

Response: The Vendor must possess experience in providing Loan Management Systems for an entity similar to the Bureau. The Vendor must be able to provide consulting services and guidance to assist the Bureau in maximizing the full potential of the solution. See Section VII, Item 6.14.

Question 9: Section VII, Items 8.3 and 8.1

Section VII, Item 8.3 seems to be a condensed version of Section VII, Item 8.1. Is it? Is it intended to convey new requirements?

Response: Section VII, Item 8.1 describes the product or item wanted; whereas, Section VII, Item 8.3 is asking if the Vendor can provide the information and how.

Question 10: Section VII, Item 9

Is 3rd party hosting acceptable?

Response: This would be acceptable, provided that the 3rd party hosting is provided at a designated physical site by a designated Vendor and the ability of the Agency will not be hampered in any way to utilize the application when it needs to access it.

Question 11: Section VII, Item 9

Is cloud based hosting acceptable?

Response: No.

Question 12: Section VII, Item 9

Can we quote options for hosting versus non hosting?

Response: Yes. Vendors are welcome to propose a solution that may be hosted locally by the State. This in-house alternative is much less desirable than one hosted by the Vendor, because MSDH is not technically staffed to support such an operation. As such, in-house alternatives will be given consideration only in the instance that MSDH finds no viable Vendor-hosted solution through the RFP process. See Section VII, Item 5.10 and Section VII, *Cost Information Submission*.

Question 13: Section VII, Item 9.4

Is remote desktop "special" software?

Response: It is preferred that the agency users be able to access the application without having special client software that only works when in the office. Frequently users are out of the office due to business and the ability to access without a special software would be preferred. Remote desktop in this case may be considered standard OS with its normal online features and abilities.

Question 14: Section VII, Item 10.5

Must the solution be web-based?

Response: Yes. In addition, all application updates must be scheduled so that users' ability to access or use the application is not restricted.

Question 15: Section VII, Item 10.8

What is a "Rapid Solution Simulation"?

Response: It is the way MSDH does Data Migration or Lifecycle from Test to QA to Production.

Question 16: Section VII, Item 17.1

What does "multi-level" training mean?

Response: The Vendor must provide training to several levels of technical personnel.

RFP responses are due March 4, 2015, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Donna Hamilton at 601-432-8114 or via email at Donna.Hamilton@its.ms.gov.

cc: ITS Project File Number 41560